

**INSTRUCTIONS FOR *FORM CA 800 STEP***  
**SUMMARY REPORT OF ASSISTANCE EXPENDITURES**  
**SUPPORTIVE TRANSITIONAL EMANCIPATION PROGRAM**  
**FEDERAL**

**GENERAL INFORMATION**

1. No counties are currently participating in the STEP Program; therefore, Lines 1 through 16 of this claim are protected. Should counties choose to participate in STEP, these cells will be reopened.
2. Enter any expenditures or cost adjustments for THP Plus (including negative adjustments) on Line 17.
3. Enter county name, month and year of claim in space provided.
4. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
5. This form is pre-programmed to round all amounts to the nearest dollar.

**STEP PROGRAM:**

**Current Month**

1. Lines 1 through 5: Enter the person count and amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each payroll.
2. Line 6: Subtotal of Lines 1 through 5. This amount will calculate automatically.

**Prior Month Negatives**

3. Lines 7 through 9: Enter the person count and amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each contra-roll.
4. Line 10: Subtotal of Lines 7 through 9. This amount will calculate automatically.

**Prior Month Positives**

5. Line 11: Enter the person count and the amounts from the supporting documentation listing for prior month positive adjustments, which were claimed on a prior month Summary Report.

**Totals and THP Plus Rate Increase**

6. Line 12: Total STEP Payments including THP Plus rate increase, Current and Prior Months (Lines 6+10+11). This amount will calculate automatically.
7. Line 13: Enter the total THP Plus Rate increase paid above the normal STEP payment amount.
8. Line 14: Net Total STEP Payments less the THP Plus rate increase (Lines 12-13). This amount will calculate automatically.

**Summary by Funding**

9. Line 15: For counties electing to use federal ILP funds, enter the ILP allocation balance; the expenditure data and the balance carried forward will calculate automatically. Enter the ILP expenditure amount, from the STEP payment, on line 15 in the Total box. The federal, state, and county shares of the STEP payment amount will calculate automatically at the appropriate rates.
10. Line 16: The State and county shares of the STEP payment not funded with ILP funds. The form will calculate automatically.

**THP PLUS PROGRAM:**

11. Line 17: Enter the persons count and total cost for the THP Plus rate increase. The total payments made for all placements are entered on this line. The 100% State share will fill in automatically (Please see #2 under General Information).